



FIRMAN EDO JUNYET SIMANUNGKALIT

PROJECT MANAGEMENT

edofirman7@gmail.com | [linkedin.com/in/firmanedo](https://www.linkedin.com/in/firmanedo)

(+62) 812-1359-3952 | Tanjung Barat, Jakarta Selatan

SUMMARY

I am a graduate in **Bachelor of Information Systems** with experience as a **Scrum Master** at **PT Matajari Solusi** and in **Data Administration** at **67 Junior High School Jakarta**. My skills include data management, conducting meetings, achieving work targets, contributing to feature backlog resolution, coding for system development, and analyzing company-related issues. During my college studies, I focused on **Information Systems Design Analysis, Databases, Company Application Architecture & Programming, Human Resources Information Systems, and Information Systems Development Projects**. I have expertise in **Data Analysis, Project Management, Back End and Front End, Business & Development**. I am enthusiastic about finding job opportunities that allow me to learn and grow in my areas of interest. I possess a strong willingness to learn, adapt quickly, work under pressure, and am open to placements in various areas within a company.

EDUCATIONAL BACKGROUND

UNIVERSITY OF INDONESIA

September 2019 – December 2023

Bachelor of Information Systems (GPA: 3.08/4.00)

- **Thesis Title** : " Analysis of Factors that Influence Intention to Switch Cinema Ticket Purchases from Conventional to Mobile Applications based on Push-Pull-Mooring Theory "
- **Fields of Study Interest** : Information Systems Design Analysis, Databases, Company Application Architecture & Programming, Human Resources Information Systems, Information Systems Development Projects, Customer Relationship Management, E-Commerce, Information Technology Project Management.
- **Software Skill** : Python, Java, HTML/CSS, React, Django, SpringBoot, PostgreSQL, Javascript, Figma, Slack, Github, Google Docs, Ms. Word, Ms. Excel, Photoshop, CapCut Video Editing, Adobe Premiere, Canva Editing.
- **Soft Skills** : Leadership, Teamwork, Public Speaking, Good Time Management, Fast Adaptation, Communication, Trustworthiness, Analytical Thinking, Negotiation, and Critical Thinking.
- **Language** : English (Intermediate)
- **Summary** : Active in volunteer activities, committees, seminars, webinars, community service activities, and basic leadership training organized by the university.

CORE COMPETENCIES

- **Data Analyst** : Proficiency in statistics, a deep understanding of data analysis tools such as SQL, Python, or R, skills in data processing, visualization using tools like Tableau or Power BI, and communication skills to explain analysis results to non-technical stakeholders.
- **Front Office** : Capable of providing excellent customer service, addressing inquiries or complaints, ensuring a positive customer experience, conducting sales and marketing of products or services, possessing interpersonal skills, communication expertise, and a good knowledge of the products or services.
- **Back Office** : Administrative processing, data management, and operational support, skills in time management, data accuracy, and proficiency with internal operational tools and systems, maintain the availability and maintenance of physical office facilities.
- **Business & Development** : Expertise in business management, strategy, market analysis, and the ability to develop products or services. Additionally, skills in project management, financial understanding, and the ability to adapt to market changes.
- **IT Manager** : Deep understanding of computer systems and networks, information security, IT project management, and IT team coordination. Ability to make strategic decisions related to technology, manage IT budgets, and communicate effectively with non-technical stakeholders.

WORK EXPERIENCES

BAHADUR GAZETTE

August 2020 – Now

Content Creator

- Achieved significant success by creating engaging content that resonated **with 6158 followers** on TikTok, garnered an **impressive 207,400 likes** within a span of **6 months**, showcasing effective content strategy and audience engagement.
- Specialized in creating captivating video content centered around valuable film information, demonstrated the ability to combine entertainment with informative content, contributing to increased audience interest and interaction.
- Adopted an innovative and trend-savvy approach to content creation, ensuring a dynamic and fresh perspective that resonates with the target audience, stayed updated on the latest trends and effectively incorporated them into content, fostering continuous growth in followership and engagement.

PT MATAJARI SOLUSI

February 2023 – May 2023

Scrum Master

- Proficiently manage and organize various meetings, ensuring schedules are well-coordinated, effectively handle work targets, ensuring timely completion and adherence to project timelines.
- Actively contribute to the completion of feature backlogs, demonstrating a commitment to project milestones, engage in coding tasks to enhance and develop the overall system, fostering continuous improvement.
- Led and successfully executed the launch of a complaint management system for PT Matajari Solusi, utilized Spring Boot within a web-based system, showcasing technical expertise and project management skills.

67 JUNIOR HIGH SCHOOL JAKARTA

December 2021 – December 2021

Data Administration

- Responsible for the comprehensive management of basic education data within the Ministry of Education and Culture system, ensure accurate and up-to-date records, contributing to a well-organized educational database.
- Effectively manage and maintain data related to teacher and administrative staff absenteeism, implement systems to track attendance, contributing to efficient HR processes within the education.
- Successfully assisted the administration department in the meticulous management of student Dapodik data, demonstrated expertise in streamlining processes, improving data accuracy, and contributing to the overall efficiency of administrative tasks.

ORGANIZATIONAL AND COMMITTEE EXPERIENCES

COMPFEST 12

February 2021 – December 2021

Food and Beverages

- Actively engaged in collaboration with seminar staff to effectively plan, organize, and execute IT Cybersecurity seminars.
- Successfully recruited high-quality speakers and moderators to play pivotal roles in the Cybersecurity seminar Jobdesk C the recruitment process was conducted meticulously to ensure diversity and excellence in delivering information.
- Took full responsibility for monitoring the seminar proceedings, ensuring that each session ran smoothly according to desired quality standards. Additionally, provided active support to meet the needs and facilitate communication between speakers and the seminar committee.
- Streamlined seminar logistics by coordinating technical and administrative requirements for speakers and providing necessary support for the seminar committee. This approach aimed to create an environment conducive to optimal knowledge exchange.
- Served as an effective liaison between various stakeholders, ensuring harmonious collaboration between seminar staff, speakers, and the committee. This facilitated a successful and beneficial seminar experience for all participants.

Vice Coordinator of Equipment

- Conducted thorough monitoring of equipment requirements prior to, during, and after the event to ensure seamless logistics.
- Formulated a pre-proposal for the equipment division in preparation for the Open House, outlining the necessary resources and requirements for optimal functionality.
- Developed a comprehensive cost allocation plan, meticulously outlining budgetary considerations for the equipment required during the event. This involved a strategic approach to resource utilization and financial efficiency.
- Undertook the evaluation process and subsequently generated an accountability report for the equipment division. This report detailed the utilization, maintenance, and any pertinent aspects related to the equipment, ensuring transparency and accountability in the division's operations..

ACHIEVEMENTS AND AWARDS

- **Gold Award Piano Festival 2018, Petrof Piano House Music School, 2018.**
- **Participants in the 2019 UI Olympics in Swimming, Sports Department, UI Student Executive Board, 2019.**

CERTIFICATIONS AND TRAININGS

- **Product Manager : Fullstack Intensive Bootcamp, MySkill, January 2023**
Including Modules: Introduction to Product Management, Foundations: Mindsets & Traits, Product Vision & Strategy, Introduction to Product Discovery, Defining & Validating Problem, Solution Development, Writing Effective Product Requirements, Defining Success, Introduction to Product Delivery, Product launch, Analytics and measurement, Product innovation, Stakeholder Management, Getting Your First PM Job.
- **MSIB Independent Study at PT Hara Anargya Indonesia (Hara Anargya Digital & Technology Program), Kampus Merdeka, December 2022**
Including Modules: Independent Study at PT Hara Anargya Indonesia (Hara Anargya Digital & Technology Program), Completed skills and activities: UI/UX Digital Psychology.
- **The Fundamental of Digital Marketing, Google Digital Garage (Google), May 2023**
Including Modules: Completed skills and activities: Basics of Digital Marketing, Online Opportunity, Build Web Presence, Plan Online Business Strategy.
- **Master the Basics of Microsoft Office, Skill Academy Pro, October 2023**
Including Modules: Completed Skills and Activities: Microsoft Word, Microsoft PowerPoint, Microsoft Excel

PROJECT PORTOFOLIO

- **Tiktok Video Portofolio (Bahadur Gazzete)**
Link : <https://vt.tiktok.com/ZSFryEKvP/>
- **TERAS Matajari Complaint Management System**
Link : <https://docs.google.com/document/d/1vrKpva7XUD7GNJuEtqKpSW0rGrxslBUa/edit>